

**UNITED STATES DEPARTMENT OF AGRICULTURE**

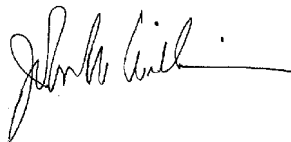
Farm Service Agency  
Washington, DC 20250

**Notice AS-2003**

**For:** State Offices

**Contracting Officer Training**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Contracting Officers are required to obtain 40 hours of procurement maintenance training every 3 years to retain their contracting authority. Each year, MSD has arranged this training to ensure that Contracting Officers needing this training have an opportunity to attend.

**B**

**Purpose**

This notice informs State Offices that MSD has tentatively scheduled the "Advanced Simplified Acquisition" training for August 14-18, 2000.

**Disposal Date**

October 1, 2000

**Distribution**

State Offices

3-20-00

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## 2 Training Class Participants

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### A Confirming Contracting Officers Attendance

There are approximately 35 spaces available for this training.

**Note:** See Exhibit 1 for a list of Contracting Officers needing maintenance training.

To reserve a space for this training, contact Diane Cudd, MSD, at 202-690-1061, **no later than April 10, 2000.**

**Note:** If the participants listed in Exhibit 1 are unable to attend, the space will be made available to other State Office administrative personnel on a first-come, first-serve basis.

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### B Training Location

A location has not yet been determined, but will be when the list of participants is finalized. A training location will be evaluated based on the:

- participants originating point
- best value.

When the training course arrangements are final, a notice will be issued with the necessary information to make travel arrangements.

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**Training Class Participants**

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State Office	Participants
Alabama	Verdell Zeigler
Idaho	Bruce Bradshaw
Indiana	Jonna Kishton
Iowa	Dennis Olson
Kentucky	Anna Conner
Maine	Steven Taylor
Michigan	Debra Spike
Missouri	Bobby Fullerton
Nevada	Carolyn Metzka
New Hampshire	Linda Grames
New Jersey	Mary Lou Tilton
Oklahoma	LaNelda McDaniel
Oregon	Marjorie Crooker Roger Tresham
Pennsylvania	John Cameron
Rhode Island	Deborah Lebrun
Tennessee	Sally Livers
Texas	Robert Neal, Jr.
West Virginia	Clifford Sypolt

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